

Town Hall Renovation Committee Meeting Notes
December 12, 2018

1. \$10,000 gift from Ivey Bradley for town hall.
2. David Strong and Tom Blachly, Friends of Plainfield Town Hall Opera House, shared their experience with renovation of the building and management. Originally, to get it up and running, there was a part time coordinator and an advisory committee. Two or 3 years ago, a Friends group 501c3 formed.
 - a. Town was paying \$6,000 to coordinator. Friends said they would do it for \$3,000.
 - b. Friends receives \$3,000 from town, but their coordinator does not charge.
 - c. There is a contract between Friends and town. Copy will be sent to Calais.
 - d. Friends pay liability insurance (\$900) above and beyond what the town pays to insure the building.
 - e. Friends have a 7-member board of directors and a 50-member organization with membership fee of \$25; an annual meeting is held.
 - f. Friends have purchased items, for example, a piano; the house across the street which is to be torn down; they own the theater lighting.
 - g. March town meeting and board meetings are held at the Opera House, but Friends do all the coordinating/scheduling. If a town committee chair needs to use building, a form is filled out online and sent to coordinator to reserve the space.
 - h. A variety of groups use the space.
 - i. Rental fee schedule is online. There is a 20% reduction in fees for multiple day rentals. \$150 deposit required which is held by the Friends. The fees go to the town and raises about \$7,000/year.
 - j. The town budgets for maintenance and other expenses.
 - k. The only paid staff person is the web master. All others are volunteers.
 - l. Some towns have an inhouse theater group (Brandon for example) that manages a town-owned building.
 - m. JC suggested getting others involved as Calais develops its management organization.
3. Don Marsh filled out State wastewater permit and forwarded to John. Denise signed. John will send to State with \$360 fee.
4. First bill received from Green Line Builders based on their estimate #1341: 10% of total estimate = \$26,601.25. Donna tracking expenses outside of estimate that relate to foundation costs that should have been Brian Perry and Sons. These costs should be deducted from Perry's final bill.
5. Perry poured internal piers and outside piers. Alfred backfilled at front of building. Interior columns can be put back in. John will level gravel and install foam in preparation for slab to be poured. Ernie is following up with Perry.

- a. Ernie and John meeting with Perry this week. Also meeting with J. O’Riordan in relation to plumbing in slab.
- 6. Furnace – need to make sure furnace is not oversized for town hall needs. John to talk to Jim O’Riordan.
- 7. Letter sent to VT Arts Council explaining revised completion deadline (June 15, 2019).
- 8. Caitlin Corkins is the contact at Division for Historic Preservation and with whom we need the okay on town hall to satisfy Arts Council grant. Town should work with her rather than Jamie Duggan. John to email front stair design to Caitlin.
Caitlin.corkins@vermont.gov.
- 9. Chris stressed that he wants his play to take place in June in town hall. JC Meyers has a play he wants to put on in fall 2019. We’ll make it happen! (Chris out of town Dec. 28 – March 1. Donna and John out of town Dec 16 – Dec 31.)
- 10. The next town hall renovation committee meeting will be January 9, 2019.